

**MINUTES OF THE MEETING OF BURNTWOOD TOWN COUNCIL
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER, BURNTWOOD
ON THURSDAY 24 MARCH 2016 COMMENCING AT 7.00 P.M.**

PRESENT

Councillor Constable (in the Chair)
Councillors Bamborough, Ms Brettell, Mrs Constable, Drinkwater, Ennis, Mrs Evans, Mosson, Pullen,
Mrs Tranter, Willis-Croft and Mrs Woodward

In attendance

Mrs M Danby, Chief Executive Officer
Ms J Minor, Senior Administration Officer
3 members of the public

The Leader proposed and nominated that, in the absence of Councillor Mrs Stokes, Councillor Constable take the Chair.

Members asked why the County Council gave priority to other groups rather than the Town Council when allocating rooms in the Library. The Chief Executive Officer explained that she had written to the County Council on several occasions, however, they would not give priority to the Town Council. Members said that members of the public had moved their chairs due to the poor acoustics in the Adult Section of the Library. Members were informed that the OMCC would be looked at for future meetings.

Members suggested that now that the Town Council has a permanent home at the Old Mining College Centre (OMCC) then the OMCC should be used wherever possible.

PUBLIC FORUM

Mrs Taylor, a Chasetown resident made reference to the traffic on the High Street, Chasetown. Mrs Taylor stated that there was a school on the road and that so much development on the road had taken place in recent years which had resulted in a huge increase in traffic. Mrs Taylor said that when the bypass had been built its purpose was to take the traffic off the High Street which it had for some time, however, it had got worse over the last 12 months. Mrs Taylor said that the general view of residents was that they did not know who their Councillor was and suggested that some form of traffic calming measures were needed. Mrs Taylor stated that she had started a petition and was going to set up a Chasetown Neighbourhood Group. Members stated that they could not change the volume of traffic.

Members suggested that Standing Orders in respect of the Public Forum needed to be looked at in future as no discussion is currently permitted during the Public Forum.

It was RESOLVED that Standing Order No. 1(g) (in accordance with Standing Orders, a question asked by a member of the public during a public participation session at a meeting shall not require a response or debate) be suspended.

Members stated that Church Street was just as bad, however, Councillors were aware of the situation. Members of the public were informed that the Chasetown Ward was being well represented, that leaflets are distributed on a regular basis and that Labour Councillors' surgeries are held on the 1st Saturday of each month. Members agreed that the bypass had been built to take the heavy traffic off the streets.

Members were informed that traffic is increasing in the Town as a whole and that this put pressure on the road infrastructure as well as the County Council's budget. Parking bays in the High Street do slow down the traffic, however, Chasetown High Street was not unique, in having a problem with traffic.

Members said that whilst they appreciated Mrs Taylor comments, the County Council should be encouraged to address the issue.

It was noted by Members that County Councillor Sheriff, the County Councillor for the Chasetown Ward, was absent from the Town Council Meetings and that he should be asked to attend the meetings and address the issues raised.

RESOLVED That Standing Orders be reinstated.

PRAYERS

Prayers were led by Pastor Rod Lewis.

Councillor Constable asked Members to stand for a minute's silence as a mark of respect for the tragedies in Brussels. Pastor Rod Lewis led prayers.

Councillor Constable asked that the Town Council's condolences be recorded for Councillor Willis-Croft who had recently lost his father.

121. APOLOGIES FOR ABSENCE

Councillors Mrs Banevicius, Mrs Conolly, Miss Fisher, Mrs Fisher, Humphreys, Mrs Pullen, Mrs Rigby, Mrs Shingler, Stokes and Mrs Stokes.

122. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

123. MINUTES: TOWN COUNCIL

Members made reference to Page 42 - Public Forum paragraph 1 and stated that the words "six formers" should be replaced with "sixth formers".

Members made reference to Page 42 - Public Forum paragraph 7 and it was stated that the Councillor in question had been in contact with the member of the public over many months on this matter.

Members made reference to Minute No. 96 - Chairman's Announcement and stated that a "50/50 split" had happened previously.

Members made reference to Minute No. 102 - Minutes: Policy and Resources Committee and stated that the sentence "Members were reminded that the previous administration had spent £6,000 for social media" was misleading as they had been told that there was no capacity to undertake this work in house.

Members made reference to Minute No. 102 - Minutes: Policy and Resources Committee and stated that they were surprised that no one had declared an interest in paragraph 6 as Mr Sheldon was the Sheriff of Lichfield.

Members made reference to Minute No. 118 - 2016/17 Budget and stated that the words "over many years relating" should be replaced with "over many months relating".

Members made reference to Minute No. 118 - 2016/17 Budget and stated that the previous administration was looking at reducing the Wakes budget year on year.

Members made reference to Minute No. 120 – Forecast 2015/16 Earmarked Reserves and asked if the "explanation" could be recorded in the Minutes. The query related to the why there was a difference between the opening and forecast closing balances. The Town Clerk explained that there were additions and deductions (i.e. receipts and expenditure) during the year to/from the Earmarked Reserves which resulted in the forecast closing balance for the financial year.

RESOLVED That the Minutes of the Meetings of the Town Council held on 28 January 2016 (Minute Nos. 93-155) and 05 February 2016 (Minute Nos. 116-120) be received and where necessary approved and adopted.

124. CHAIRMAN'S ANNOUNCEMENTS

Councillor Constable stated that the recent charity evening had been a terrific success and everyone had enjoyed the performance by "The Beatless" and that a total of £1,345 had been raised which would be distributed equally to the Chairman's two chosen charities.

125. MINUTES: BURIAL GROUNDS COMMITTEE

Members made reference to Minute No. 8.1 - Ashes Area and felt that the plaques with photographs of the deceased were morbid and undesirable.

Members made reference to Minute No. 8.2 - Boundary Wall/Tree and stated that the word "fee" should be replaced with the word "fell".

Members made reference to Minute No. 8.2 - Boundary Wall/Tree and stated that the word "Arborist" should be replaced with the word "Arboriculture Officer" and asked for clarification on the wording "from his own stock".

Members were informed that the No. 66 bus to access the cemetery by public transport had been withdrawn. The Chief Executive Officer was asked to make representations to ensure all residents could access the cemetery.

RESOLVED That the Minutes of the Meeting of the Burial Grounds Committee held on 07 January 2016 (Minute Nos. 5-12) be received and where necessary approved and adopted.

126. MINUTES: PLANNING COMMITTEE

Members made reference to Minute No. 75 (e) - Planning Applications and stated that there was no evidence to suggest that the coffee shop was going to be a Costa. Members pointed out that they had no objection to the building itself, however, they could not be seen to support any development that would affect existing local businesses.

RESOLVED That the Minutes of the Meetings of the Planning Committee held on 28 January 2016 (Minute Nos. 65-71), 17 February 2016 (Minute Nos. 72-77) and 10 March 2016 (Minute Nos. 78-83) be received and where necessary approved and adopted.

127. MINUTES: BURNTWOOD NEIGHBOURHOOD PLAN COMMITTEE

Members made reference to Minute No. 21 - Burntwood Neighbourhood Plan and felt that it was the Committee Chairman's role to check for typographical errors.

Members made reference to Minute No. 18 - Apologies for Absence and asked for clarification on political balance.

Members made reference to Minute No. 21 - Public Consultation Event and asked what plans were in place to go out to a much wider audience. Members felt that BTC were no further forward than 13 months ago.

Members were informed that the public consultation event had been very busy at the Library and Members asked which Councillors had volunteered. Members were informed that the both the Library and the OMCC had been well manned.

Members were informed that the next step had been taken, which had been to invite members of the public onto the Committee, however, Members felt that it was important to get the Plan content right. Members were informed that the opportunity had been lost by the previous controlling group by way of lost funding and that the new administration had had to start again. Members were informed that funding had been secured, that the new administration were on track and would deliver.

RESOLVED That the Minutes of the Meetings of the Burntwood Neighbourhood Plan Committee held on 25 January 2016 (Minute Nos. 18-23) and 08 February 2016 (Minute Nos. 24-29) be received and where necessary approved and adopted.

128. NOTES: BURNTWOOD WAKES TASK AND FINISH GROUP

Members made reference to Minute No. 4 and asked for clarification on whether the community transport was only for the disabled and elderly people. The Chief Executive Officer informed Members that the community transport would be open to everyone.

Members made reference to Minute No. 5 - Volunteers Meeting and asked for clarification on whether this had taken place. The Chief Executive Officer informed Members that the KP Events proposal stated that they would be engaging with community groups.

Members made reference to the fact that they did not know that Mr Lightfoot was leaving the Town Council two days after the meeting and that Ms Minor was taking over the role and asked that a vote of thanks be recorded for Mr Lightfoot in the Minutes.

Members made reference to Minute No. 6.7 - Pat Collins Funfair and asked for clarification regarding the £200 fee for each children's ride. The Chief Executive Officer informed Members that the Town Council will hire in the funfair rides at £200 each and that they would be free of charge to use.

Members made reference to Minute No. 6.13 - Lost Children Busy Bees and asked for clarification as to whether this service would be free or if a donation was to be paid by the Town Council. The Chief Executive Officer informed Members that this service would be provided free of charge.

RESOLVED That the Notes of the Meetings of the Burntwood Wakes Task and Finish Group held on 09 February 2016 (Note Nos. 1-5) and 08 March 2016 (Note Nos. 1-8) be received and where necessary approved and adopted.

129. NOTES: DEFIBRILLATOR TASK AND FINISH GROUP

Members were informed that Chasetown Women's Guild had donated £1,750 to the Burntwood & District Community First Responders to purchase a defibrillator, cabinet etc to be installed at Swan Island.

Members that a vote of thanks be recorded for Councillor Ennis and the Task and Finish Group Members.

RESOLVED That the Notes of the Meeting of the Defibrillator Task and Finish Group held on 11 February 2016 (Note Nos. 1-4) be received and where necessary approved and adopted.

130. NOTES: BURNTWOOD IN BLOOM COMMITTEE

Members made reference to Minute No. 18 - Hanging Baskets Project: Chasetown High Street and felt that the cost of the hanging basket at £180 each was high. Members asked why had the money not come out of the High Street Innovation Fund. The Chief Executive Officer informed Members that the Burntwood Business Community (BBC) had been approached however no response had been received. Members were informed that the brackets, supplied and installed price was a one off expense.

Members were informed that COGS had been asked to provide a second quotation for the supply and installation of the planted hanging baskets and that the order for these had been placed with COGS as their quotation was £400 less than the original quotation.

Members made reference to Minute No. 19 - Burntwood in Bloom (BiB) 2016 and asked if a full list of sponsor (trophies) could be provided.

RESOLVED That the Notes of the Meeting of the Burntwood in Bloom Committee held on 07 March 2016 (Note Nos. 16-21) be received and where necessary approved and adopted.

131. MINUTES: PERSONNEL COMMITTEE

RESOLVED That the Minutes of the Meeting of the Personnel Committee held on 07 March 2016 (Minute Nos. 35-44) be received and where necessary approved and adopted.

132. MEMBERS QUESTIONS

Councillor Drinkwater, Leader of the Opposition Group submitted the following questions:

Could the Leader explain what arrangements are being made for all staff transferring to the Old Mining College to have DBS checks carried out and also Safeguarding training at least to Level 1?

Councillor Mosson informed Members that advice had been obtained from Ellis Whittam regarding Safeguarding training and DBS checks and that they had advised that BTC are not under any legal obligation to provide Safeguarding training, but DBS checks were necessary for staff, elected Members and volunteers working on Play in the Parks. Councillor Mosson said that all staff and relevant elected Members associated with Play in the Park and the Christmas Festival would be required to undertake Safeguarding (children, young people and vulnerable adults), a certified Level 1 on-line course offered by

LearnDirect and that Enhanced DBS checks will be undertaken on these individuals through Staffordshire County Council (which is an authorised DBS Umbrella Authority).

Could the Leader explain what arrangements are being made to continue the good practise of carrying out exit interviews on displaced or voluntary leaving staff from the Council?

Councillor Mosson informed Members that it was not a policy of the Council to carry out exit interviews on displaced or voluntary leaving staff, adding that these are an individual council's choice and not a legal requirement.

133. SCHEDULE OF PAYMENTS MADE BETWEEN 16 JANUARY AND 15 MARCH 2016 INCLUSIVE

Members made reference to Page 2 - Viking Stationery in the sum of £989.99. Members were informed by the Chief Executive Officer that this was a typographical error on the spreadsheet and the figure should read £238.07.

RESOLVED That the schedule of payments totalling £58,565.77 made between 16 January and 15 March 2016 inclusive be received and noted.

134. 2015/16 BUDGET AS AT 15 MARCH 2016

Members made reference to Page 4 - Code 4041 unlocking/locking of premises (OMCC) and queried the locking up of the OMCC and Members said that on one occasion a hirer had found the door locked and another potential hirer had been unable to book an evening session.

Members made reference to Page 5 - Net Expenditure. Members were informed by the Chief Executive Officer that the figure of £24,452 had been amended to read £19,690.

Members were informed that the figures had been discussed in depth at the Policy and Resources Committee meeting held on 23 March 2016.

Members made reference to minor discrepancies which had appeared in the budget figures. The Chief Executive Officer said that in the past Members had found the accounts software system-generated report too complex and so a simpler spreadsheet version had been presented for several years, however the accounts software-generated report would be tabled in future.

RESOLVED That the 2015/16 Budget as at 15 March 2016 be received and noted.

135. 2016/17 CALENDAR OF MEETINGS

Members made reference to Council meeting 22 September 2016 and asked if this could be changed as the date clashes with group meetings at LDC.

RESOLVED That the 2016/17 Calendar of Meetings be received and noted **SUBJECT TO** the September Full Council meeting date being rescheduled.

136. EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED That under the Public Bodies (Admissions to Meeting) Act 1960 (Section 2) (and as expended by Section 100 of the Local Government Act 1972), the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

137. CONFIDENTIAL MINUTES: TOWN COUNCIL

RESOLVED That the Confidential Minutes of the Meeting of the Town Council held on 28 January 2016 (Minute Nos. 113-115) be received and where necessary approved and adopted.

138. CONFIDENTIAL MINUTES: PERSONNEL COMMITTEE

RESOLVED That the Confidential Minutes of the Meeting of the Personnel Committee held on 07 March 2016 (Minute Nos. 39-44) be deferred to the next meeting of the Town Council.

(The Meeting closed at 8.53 p.m.)

Signed

Date